

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
LIBRARY TECHNICIAN**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees / Candidates on a current Library Technician exam list (see Eligibility Requirements)

**Location:** Library

**Job Posting No:** C15-002 (Include Job Posting Number in Cover Letter)

**Hours:** Monday through Friday, 8 A.M. to 5 P.M. with a 1 hour meal period (40 hours per week)

**Salary:** \$56,932 to \$72,125 Annually (Salary Grade AR 20)

**Closing Date:** November 28, 2014

**Eligibility Requirements:**

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Candidates must have applied for and passed the Library Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this classification.

**Knowledge, Skills and Abilities:**

Knowledge of library science techniques and practices; knowledge of library classification systems; knowledge of automated library systems, interpersonal skills; oral and written communication skills.

**General Experience:**

Four (4) years of supportive experience in library work including acquisition, cataloging, circulation, interlibrary loans and reference.

**Special Experience:**

Two (2) years of the General Experience must have been performing supportive services at the level of Library Technical Assistant.

**Substitution Allowed:**

College training in library science may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

**Preferred Experience:**

Experience working with advanced Excel computer systems

Experience working with an Integrated Library System (ILS)

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date that includes the following:

- 1) cover letter specifying this Job Posting Number: (C15-002)
- 2) a completed State application (**CT-HR-12**) available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)
- 3) the names, titles and phone numbers of two current professional references
- 4) State employees attach copies of your two most recent performance appraisals.

**Incomplete application packages will not be accepted. Applications must be postmarked by November 28, 2014. Faxes will not be accepted. Send cover letter, application, references and performance appraisals to:**

**Human Resources  
Davidson Hall – Room 101  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.